



MDA-ASSOCIATE PROJECT MANAGER, SENIOR

Characteristics of Work

This is senior-level professional work with responsibility for national and international business and client development in Mississippi. The work involves analyzing company needs, determining areas that can fulfill project requirements, acquiring pertinent information from internal and external sources, and coordinating activities with local economic development professionals and public officials. The employee must know the basic fundamentals of economics; the organizations of the state, county and local governments that impact economic development as well as private organizations involved. Successful performance requires broad communication skills to influence a wide variety of individuals through persuasive verbal expression, presentations and correspondence. Supervision is received from an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Facilitates client development and the analysis of projects to predict basic and critical needs for each project.

Responds to referrals and inquiries from local developers, advertising campaigns, public officials and the private sector.

Undertakes projects assigned by the agency director or administrative superior as required.

Establishes schedules for client visits and makes appropriate appointments and arrangements.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Facilitates client development, projects, and communications from local developers, public officials, and the private sector.
2. Develops projects and establishes appointments for clients.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in economics, economic development, business administration, accounting, banking and finance, management, marketing, public administration, law, engineering, geology, chemistry, computer science, geography, urban and regional planning or a related field;

AND

Experience:

Three (3) years of experience in marketing, business management, economic analysis, economic development, business consulting, commercial banking/finance or urban/regional planning;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in economics, economic development, business administration, accounting, banking and finance, management, marketing, public administration, law, engineering, geology, chemistry, computer science, geography, urban and regional planning or a related field;

AND

Experience:

Four (4) years of experience in work related to the above-described duties, three (3) years of which must have been in marketing, business management, economic analysis, economic development, business consulting, commercial banking/finance or urban/regional planning;

OR

Experience:

One (1) year experience as DECD-Associate Project Manager.

Substitution Statement

Above the Bachelor's level, related education and related experience may be substituted on an equal basis, except there shall be no substitution for three (3) years of experience in marketing, business management, economic analysis, economic development, business consulting, commercial banking/finance or urban/regional planning.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.